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ABSTRACT

This publication is the result of a detailed task analysis study of the ornamental horticulture industry in New York State. Nine types of horticulture businesses identified were: (1) retail florists, (2) farm and garden supply store, (3) landscape services, (4) greenhouse production, (5) nursery production, (6) turf production, (7) arborist services, (8) wholesale florists, and (9) golf courses. Specific suggested uses of the task data in this publication include: (1) describing the nature and requirements of tasks to prospective employees who express an interest in horticulture, (2) assisting prospective employees to realistically assess their qualification for and interest in, the performance of horticulture tasks, (3) guiding worker recruitment from the employment service, and/or other sources based on tasks to be performed on the job, and (4) providing a direct basis for development of performance objectives. Task statements are provided for each of the nine areas. Related documents are available as VT 016 042 and VT 016 114 in this issue. (GEB)

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AN ANALYSIS OF TASKS PERFORMED IN THE ORNAMENTAL HORTICULTURE INDUSTRY

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William E. Drake

June 1972

NEW YORK STATE COLLEGE OF AGRICULTURE
AND LIFE SCIENCES
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Ithaca, New York

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for Career Education

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HOW TO USE THIS PUBLICATION

INTRODUCTION

The data in this publication is the product of a detailed task analysis study[1] of the ornamental horticulture industry in New York State. Nine types of horticulture businesses were identified in the study:

1. Retail florist
2. Farm and garden supply store
3. Landscape services
4. Greenhouse production
5. Nursery production
6. Turf production (sod farms)
7. Arborists services
8. Wholesale florists
9. Golf courses (public and private)

A selected sample of employers in each type of business was interviewed. These employers provided data as to which tasks were performed and the conditions of performance. The task information presented is the modal or most common response received from the employers interviewed.

SUGGESTED USES

The task data in this publication have a data vintage base of 1971. Use of the data should, therefore, incorporate procedures to provide for any changes in tasks and/or task conditions that might have occurred due to changing technology in the horticulture industry.

The suggested uses for the task data are as follows:

1. Describing to prospective employees who express an interest in horticulture the nature and requirements of horticulture tasks.
2. Assisting prospective employees to realistically assess their qualification to, and interest in, performing horticulture tasks.

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[1] Arthur L. Berkey, William E. Drake, and James W. Legacy, *A MODEL FOR TASK ANALYSIS IN AGRIBUSINESS*, New York State College of Agriculture and Life Sciences at Cornell University, Ithaca, New York 14850, June 1972.

3. Guiding worker recruitment from the Employment Service and/or other sources based on tasks to be performed on the job.

4. Providing a direct basis for development of performance objectives for:

   a. Employee in-service training programs.

   b. Pre-service educational programs preparing workers for employment in the horticulture industry.

5. Determining job opportunities for handicapped and/or disadvantaged persons interested in horticulture work through identification of tasks they may be able to perform.

6. Allocating job assignments to employees based on the nature of the tasks to be performed and employee qualifications. Situations which may indicate the need to assess allocation of job assignments include:

   a. Where employee efficiency is limited due to task assignments.

   b. Changes in tasks and/or the task conditions due to changing industry technology and/or business structure.

PROCEDURES FOR USE

Turn first to the appropriate type of horticulture business. The tasks, and conditions for task performance in that business area are listed by logical groupings or "functions" (e.g. sales, design, management).

The task performance conditions are indicated by headings at the top of the page. The conditions are keyed to individual tasks by a capital letter which indicates that the condition applies to the performance of the task. Where no capital letter is present, this indicates that the condition is not applicable to the task. For example, for task 1001 in the retail florist business area, the blank under "Equipment" indicates that no equipment is involved in the task. The "L" under "strength" indicates light (up to 20 pounds) lifting is entailed in performing the task.

Some tasks were found to be common to more than one type of horticulture business although conditions for task performance may vary. These common tasks may be identified by the last three digits of the task number (in column at left of task statement) which remain the same for a given task in all of the business areas.

Tasks keyed with an asterisk (*) were reported to be performed by less than a majority of employers interviewed in the business area. A "+" is used to indicate tasks added by one or more employers. These tasks, therefore, were rated only by employers by which they were added.

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. SALES		
1001	Describe to customers the purposes and qualities of merchandise for sale		L
1002	Identify customer needs and wants		S
1003	Use telegram and telephone to accept and send customer orders		S
1004	Follow-up sales to determine customer satisfaction		S
1005	Give estimates on costs of flowers and plants for weddings, funerals, etc.		S
1006	Identify horticultural plants		S
1007	*Solicit sales by telephone	H	S
1008	Use effective interpersonal relationships in dealing with customers		S
1009	Interpret plant and flower care instructions to the customer		S
1010	*Use supplier advertising materials	H	S
1011	Use credit systems of payment		S
1012	Label and price mark merchandise	H	L
1013	Use cash register or other sales recording device	H	L
1014	Display store merchandise for sale	H	L
1015	Wrap and package flowers sold	H	L

H T S S	C K H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	T S N	H T S S	H T S S	H T S N	T S N	H T S S	H T S S	PHYSICAL ACTIVITY Climbing, and/or balancing
H T S S	C K H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	T S N	H T S S	H T S S	H T S N	T S N	H T S S	H T S S	Kneeling, stooping, crawling, and/or crouching
H T S S	C K H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	T S N	H T S S	H T S S	H T S N	T S N	H T S S	H T S S	Handling, fingering, reaching, and/or feeling
H T S S	C K H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	T S N	H T S S	H T S S	H T S N	T S N	H T S S	H T S S	Talking, and/or hearing
H T S S	C K H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	H T S S	T S N	H T S S	H T S S	H T S N	T S N	H T S S	H T S S	Seeing, depth perception, acuity and/or color vision
S	S	S	S	S	P	C	C	C	C	C	C	C	C	C	SUPERVISION None, Some Constant, Varies
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	WORKING CONDITIONS Inside, Outside, Both
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Cold and/or temperature change
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Hot and/or temperature change
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Wet and/or humid
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Noise and/or vibrations
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Hazards - mechanical electrical and/or burns
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	Fumes, odors - dust and/or poor ventilation
E	E	E	E	E	E	E	E		E	V	E	E	V	V	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	E	C	C	E	E	C	C	E	C	C	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
1016	Ship and deliver merchandise	B	L
1017	Stock shelves	H	M
1018	Explain and demonstrate the use of accessory sales items; candles, vases, cards, candy, etc.		L
1019	Verify customer addresses using directories	H	S
1020	Identify flower and plant insect and disease infestations	H	L
1105	+Write up customer orders		S
1354	+Use FTD's speedy gift service		L
1021	**B. DESIGN** Selecting flowers and foilage for arrangements	H	L
1022	Spray painting floral products	H	L
1023	Decorating rooms with flowers and plants	H	L
1024	Constructing floral arrangements for store sales	H	L
1025	Set up displays at funeral homes and churches	H	M
1026	Display flowers, plants, and supplies	H	L
1027	Design floral arrangements to meet customer specifications	H	L
1028	**C. RECORDS** Keep records of receipts and expenses	H	L

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H	T	S	S	C	B	C	H	W				E	E
C	K	H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	C
		H	T	S	S	C	I							V	E
			T	S	V	C	I							E	E
		H	T	S	S	C	I							E	C
		H		S	S	A	I							E	C
C	K	H	T	S	S	C	I							E	C
	K	H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	I							E	C
	K	H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	C
		H	T	S	S	C	I							E	E

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
1029	Make out and mail bills to collect accounts due	H	L
1030	Check credit references of customers	H	L
1031	Perform filing tasks	H	L
1033	Keep employee work records	H	S
1034	Prepare employee payroll	B	L
1035	Pay accounts payable	H	S
1036	Assist in records audit	B	L
1037	*Prepare income tax and other government reports	B	S
1038	Keep annual depreciation schedule	H	S
1039	Keep customer credit records	B	S
1040	Use adding machine and/or other tabulation devices in balancing accounts	B	S
1041	**D. INVENTORY** Keep current inventory of merchandise for sale	H	S
1042	Check received merchandise against invoice listings	H	L
1043	Check invoices for math errors	H	L
1044	*Take annual inventory for tax purposes	H	L
1045	Store flowers and other plants	H	L
1046	Arrange for transportation of materials purchased	B	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H		S	S	C	I							E	E
K		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
1047	Order replacement and/or new merchandise for sale	H	S
1048	Prepare advertising materials	H	L
1049	Keep price lists and catalogs current	H	L
	E. MAINTENANCE		
1050	Keep work, storage, and delivery areas neat and clean	H	M
1051	Clean and sharpen hand tools	H	L
1052	Keep customer areas neat and clean	H	M
1053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery and radiator water levels	H	L
1054	*Minor tune-up of business vehicle or tractor by replacement of spark plugs and ignition points	H	L
1055	*Change oil and grease business vehicle or tractor	H	M
1056	Electrical repair of light switches and extension cords	H	S
1057	Paint shelves or display cases	H	M
1058	*Plumbing repair by replacement of worn gaskets or valves	H	L
1096	+Carpentry repairs	H	L
	F. MANAGEMENT		
1059	Report and pay federal, state, and local taxes	H	S
1060	Understand and comply with business laws		S

PHYSICAL ACTIVITY	Climbing, and/or balancing	H	H	H	H	H	H	H	H	H	H	H	H	H	H
	Kneeling, stooping, crawling, and/or crouching	T	T	T	T	T	T	T	T	T	T	T	T	T	T
	Handling, fingering, reaching, and/or feeling	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	Talking, and/or hearing														
	Seeing, depth perception, acuity and/or color vision														
	SUPERVISION None, Some Constant, Varies	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	C	C	C	C	C	A	C	A	C	A	C	A	C
WORKING CONDITIONS	Inside, Outside, Both	I	I	I	I	I	I	I	I	I	I	I	I	I	I
	Cold and/or temperature change							O	O						
	Hot and/or temperature change							C	C						
	Wet and/or humid							H	H						
	Noise and/or vibrations							W	W						
	Hazards - mechanical electrical and/or burns							H	H						
	Fumes, odors - dust and/or poor ventilation							F	F						
	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	E	E	E	E	E	E	E	E	E
	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	E	E	E	E	E	E	E	E	E	E	E	E	E	E

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
1061	Administer social security and other employee benefit programs		S
1062	Identify labor needs		S
1063	Recruit employees		S
1064	Interview and select employees		S
1065	Designate employee work assignments		S
1066	Supervise employees		S
1067	Train new employees		S
1068	Evaluate employee performance		S
1069	Perform personnel actions such as promoting or firing		S
1070	Establish employee wages, hours, and working conditions		S
1071	Determine business credit needs		S
1072	Locate sources of, and secure credit		S
1073	Determine need for, and purchase comprehensive business insurance		S
1074	Select and purchase equipment and expendables not for sale		S
1075	Determine kinds and amounts of flowers and plants to stock		S
1076	Identify and select producers and suppliers of flowers, plants, and materials		S

H	T	S	S												
T	S	S	C												
T	S	S	C												
T	S	S	C												
T	S	S	C												
T	S	S	C												
T	S	S	C												
T	S	S	C												
H	T	S	S												
H	T	S	S												
T	S	S	C												
T	S	N	C												
T	S	N	C												
T	S	N	C												
T	S	N	C												
H	T	S	N	C	I	E	E	Climbing, and/or balancing							
								Kneeling, stooping, crawling, and/or crouching							
								Handling, fingering, reaching, and/or feeling							
								Talking, and/or hearing							
								Seeing, depth perception, acuity and/or color vision							
								PHYSICAL ACTIVITY							
S	S	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies							
C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation							
I	I	I	I	I	I	I	I	Inside, Outside, Both							
								Cold and/or temperature change							
								Hot and/or temperature change							
								Wet and/or humid							
								Noise and/or vibrations							
								Hazards - mechanical electrical and/or burns							
								Fumes, odors - dust and/or poor ventilation							
								WORKING CONDITIONS							
E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions							
E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction							

RETAIL FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
1077	Establish and enforce safety regulations		S
1078	Allocate monies in preparing working budget		S
1079	Analyze the business enterprises on cost and return basis		S
1080	Participate in horticulture trade organizations		S
1081	Plan business advertising		S
1082	Negotiate sales contracts	H	S

							PHYSICAL ACTIVITY
H	H		H		H	Climbing, and/or balancing	
T	T	T	T	T	T	Kneeling, stooping, crawling, and/or crouching	
S	S	S	S	S	S	Handling, fingering, reaching, and/or feeling	
						Talking, and/or hearing	
						Seeing, depth perception, acuity and/or color vision	
S	S	N	S	N	N	SUPERVISION None, Some Constant, Varies	
C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	
I	I	I	I	I	I	Inside, Outside, Both	
						Cold and/or temperature change	WORKING CONDITIONS
						Hot and/or temperature change	
						Wet and/or humid	
						Noise and/or vibrations	
						Hazards - mechanical electrical and/or burns	
						Fumes, odors - dust and/or poor ventilation	
E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	
E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2001	**A. SALES** Describe to customers the purposes and qualities of merchandise for sale		S
2002	Identify customer needs and wants		S
2003	Take orders for sales or service by telephone		S
2004	Follow-up sales to determine customer satisfaction		S
2005	Make cost estimates on customer orders	H	S
2006	Identify horticultural plants		L
2083	Answer customer inquiries by telephone		S
2008	Use effective interpersonal relationships in dealing with customers		S
2084	Prepare advertising materials	H	S
2010	Use supplier advertising materials		L
2085	Use various types of advertising such as mail, radio, and newspaper ads		S
2012	Label and price mark merchandise	H	L
2013	Use cash register or other sales recording device	B	L
2014	Display store merchandise for sale	H	L
2015	Wrap and/or package merchandise sold	H	L
2016	Stock shelves	H	M

PHYSICAL ACTIVITY								WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	C	B	C	H	W				E	E
		H	T	S	S	C	B	C	H	W				E	E
			T	S	S	C	I							E	E
			T	S	V	A	B							E	E
			T	S	S	C	B			W				E	E
		H	T	S	S	A	B		H					E	E
			T	S	S	A	I							E	E
		H	T	S	S	C	B							E	E
		H	T	S	S	C	I							E	E
		H	T	S	N	C	I							E	E
			T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	N	C	I							E	E
C	K	H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	I							E	E

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2086	Use credit systems of payment		S
2087	Deliver or ship merchandise sold	B	V
2088	Demonstrate use of equipment and tools	B	M
2089	Arrange trade-ins and credit terms	H	S
2090	Make fertilizer and seed calculations for customers base on recommendations	H	S
2091	Identify and name horticultural plant disease and insect infestations		S
2092	Use recommendations for control of plant disease and insect in advising customer purchases		S
2019	Verify customer addresses using directories	H	S
2093	Use handout materials in answering customer inquiries	H	S
2094	Keep price lists and catalogs current	H	S
2095	Rent equipment to customers	B	L
	B. RECORDS		
2028	Keep records of receipts and expenses	B	S
2029	Make out and mail bills to collect accounts due	B	S
2030	Check credit references of customers		S
2031	Perform filing tasks	B	S
2032	Perform typing and mailing tasks	B	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	B	C	H	W				E	E
	K	H	T	S	S	C	B	C	H					E	E
			T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	B		H					E	E
		H	T	S	V	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	N	C	B							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	N	A	I							E	E

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2033	Keep employee work records	B	S
2034	Prepare employee payroll	B	S
2035	Pay accounts payable	B	S
2036	Assist in records audit	B	S
2037	*Prepare income tax and other government reports	B	S
2038	Keep annual depreciation schedule	H	S
2039	Keep customer credit records	B	S
2040	Use adding machine and/or other tabulation devices in balancing accounts	H	S
	C. INVENTORY		
2041	Keep current inventory of merchandise for sale	H	L
2042	Check received merchandise against invoice listings	B	S
2043	Check invoices for math errors	B	S
2044	Take annual inventory for tax purposes	B	S
2045	Store received merchandise	B	M
2046	Arrange for transportation of materials purchased	H	S
2047	Order replacement and/or new merchandise for sale	H	S
	D. MAINTENANCE		
2050	Keep work, storage, and delivery areas neat and clean	H	M

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	V	I							E	E
		H	T	S	S	C	B				W			E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
C	K	H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	B							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
	K	H	T	S	S	C	B	C		H				E	E

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2051	Clean and sharpen hand tools	B	L
2053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery and radiator water levels	H	L
2054	*Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	N	M
2055	*Change oil and grease business vehicle or tractor	H	M
2096	Carpentry repair of display cases and storage shelves	B	M
2056	*Electrical repair of light switches and extension cords	H	L
2057	Paint display cases and storage shelves	B	M
2058	*Plumbing repair by replacement of worn gasket or valves	H	L
2097	*Clean and oil electric motors	H	L
2098	Order repair parts for vehicles and/or other equipment	H	S
2099	Keep merchandise and customer areas neat and clean	H	L
2100	Maintain and repair small gas engines	H	M
2101	Water and care for plants on display and/or storage	H	L
2102	Calibration of spreading and spraying equipment	H	L
2103	Follow safety factors in pesticide applications		L
2059	**E. MANAGEMENT** Reporting and paying federal, state, and local taxes	B	S

| PHYSICAL ACTIVITY | | | | | WORKING CONDITIONS | | | | |

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2060	Understand and comply with business laws		S
2061	Administer social security and other employee benefit programs		S
2062	Identify labor needs		S
2063	Recruit employees		S
2064	Interview and select employees		S
2065	Designate employee work assignments		S
2066	Supervise employees		S
2067	Train new employees	B	L
2068	Evaluate employee performance		S
2069	Perform personnel actions such as promoting or firing		S
2070	Establish employee wages, hours, and working conditions		S
2071	Determine business credit needs		S
2072	Locate sources of, and secure credit		S
2073	Determine need for, and purchase comprehensive business insurance		S
2074	Select and purchase equipment and expendables not for sale		S
2075	Determine kinds and amounts of equipment to buy and stock		S

PHYSICAL ACTIVITY																
Climbing, and/or balancing	T	T	T	T	T	T	T	T	H	H	T	T	T	T	T	H
Kneeling, stooping, crawling, and/or crouching	S	S	S	S	S	S	S	S	T	T	S	S	S	S	S	T
Handling, fingering, reaching, and/or feeling									S	S						S
Talking, and/or hearing																
Seeing, depth perception, acuity and/or color vision																
SUPERVISION None, Some Constant, Varies	N	N	N	C	N	N	N	C	C	N	N	N	N	N	N	N
ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	A	C	C	C	C	C	C	C	C	C	C	C	C	C	C
WORKING CONDITIONS Inside, Outside, Both	I	I	I	I	I	I	I	B	B	B	B	I	I	I	I	B
Cold and/or temperature change																
Hot and/or temperature change																
Wet and/or humid																
Noise and/or vibrations																
Hazards - mechanical electrical and/or burns																
Fumes, odors - dust and/or poor ventilation																
QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	I	I	E	E	E	E	E	E	E	E	E	E	I	I	E	E

FARM AND GARDEN STORES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
2076	Identify and select producers and suppliers of equipment and plants		S
2077	Establish and enforce safety regulations		S
2078	Allocate monies in preparing working budget		S
2079	Analyze the business enterprises on cost and return basis	B	S
2080	Participate in horticulture trade organizations		S
2081	Plan business advertising		S
2082	Negotiate sales contracts		S
2104	Prepare and implement contracts	B	S

	H T S N	T S N	H T S N	H T S N	H T S N	T S N A	H T S N C	H T S N C	PHYSICAL ACTIVITY Climbing, and/or balancing
									Kneeling, stooping, crawling, and/or crouching
									Handling, fingering, reaching, and/or feeling
									Talking, and/or hearing
									Seeing, depth perception, acuity and/or color vision
	N	N	N	N	N	N	N	N	SUPERVISION None, Some Constant, Varies
	C	C	C	C	C	A	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
	I	I	I	I	I	I	B	I	WORKING CONDITIONS Inside, Outside, Both
									Cold and/or temperature change
									Hot and/or temperature change
									Wet and/or humid
									Noise and/or vibrations
									Hazards - mechanical electrical and/or burns
									Fumes, odors - dust and/or poor ventilation
	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. SALES		
3001	Describe to customers the purposes and qualities of plans, flowers, and other plants for sale		S
3002	Identify customer needs and wants		S
3003	Take orders for sales or service by telephone		S
3004	Follow-up landscape projects to determine customer satisfaction		S
3005	Make cost estimates on customer orders		S
3006	Identify horticultural plants		S
3007	*Solicit sales by telephone		S
3008	Use effective interpersonal relationships in dealing with customers		S
3084	Prepare advertising materials	H	S
3010	*Use supplier advertising materials	H	L
3085	Use various types of advertising such as mail, radio, and newspaper ads		L
3105	Write up customer orders	H	L
3106	Interpret plant and flower care instructions to customers		S
3107	Advise customers on plant pest and disease control		S
3355	+ Speaking effectively to small groups		

PHYSICAL ACTIVITY														
Climbing, and/or balancing	T	T	T	T	T	T	K	H	H	T	T	T	H	T
Kneeling, stooping, crawling, and/or crouching	S	S	S	S	S	S	H	T	T	S	S	S	T	S
Handling, fingering, reaching, and/or feeling	S	S	S	S	S	S	T	S	S	S	S	S	S	S
Talking, and/or hearing	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Seeing, depth perception, acuity and/or color vision	C	C	C	C	C	C	C	C	C	C	C	C	C	C
SUPERVISION None, Some Constant, Varies	S	S	S	S	S	S	S	S	V	S	S	S	S	V
ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	C	C	C	C	C	C	C	C	C	C	C	C	C
WORKING CONDITIONS														
Inside, Outside, Both	B	B	B	I	B	B	B	B	I	I	I	I	I	I
Cold and/or temperature change	C	C	C	I	C	C	C	C	I	I	I	I	I	I
Hot and/or temperature change	H	H	H	I	H	H	H	H	I	I	I	I	I	I
Wet and/or humid	W	W	H	I	W	W	W	W	I	I	I	I	I	I
Noise and/or vibrations			C	I					I	I	I	I	I	I
Hazards - mechanical electrical and/or burns			B	I					I	I	I	I	I	I
Fumes, odors - dust and/or poor ventilation			C	I					I	I	I	I	I	I
QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	E	E	E	E	E	E	E	E	E
QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	C	C	C	E	E	E	E	E	E	E	E	E	E	E

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3356	+Resolve customer complaints to meet company guarantee	H	M
	B. RECORDS		
3028	Keep records of receipts and expenses	B	L
3029	Make out and mail bills to collect accounts due	B	L
3030	Check credit references of customers	B	L
3031	Perform filing tasks	H	L
3032	Perform typing and mailing tasks	B	L
3033	Keep employee work records	B	L
3034	Prepare employee payroll	B	L
3035	Pay accounts payable	B	L
3036	Assist in records audit	B	L
3037	Prepare income tax and other government reports	B	L
3038	*Keep annual depreciation schedule	H	L
3039	Keep customer credit records	B	L
3040	Use adding machine and/or other tabulation devices in balancing accounts	B	S
	C. INVENTORY		
3041	Keep current inventory of plants and supplies for sale	H	S
3042	Check invoices for math errors	B	L

H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	H T S	PHYSICAL ACTIVITY Climbing, and/or balancing
																Kneeling, stooping, crawling, and/or crouching
																Handling, fingering, reaching, and/or feeling
																Talking, and/or hearing
																Seeing, depth perception, acuity and/or color vision
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	O	WORKING CONDITIONS Inside, Outside, Both
																Cold and/or temperature change
																Hot and/or temperature change
																Wet and/or humid
																Noise and/or vibrations
																Hazards - mechanical electrical and/or burns
																Fumes, odors - dust and/or poor ventilation
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	C	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3043	Take annual inventory for tax purposes	B	S
3044	Store received plants and supplies	B	H
3046	Arrange for transportation of materials purchased	B	S
3047	Order replacement and/or new plants, equipment, and supplies	H	S
3008	Keep current inventory of repair parts, fertilizer, seed, chemicals, oil, and gas	H	S
	D. MAINTENANCE		
3050	Keep work, storage, and delivery areas neat and clean	H	M
3051	Clean and sharpen hand tools	H	M
3053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery, and radiator water levels	H	M
3054	Mino- tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	B	M
3055	Change oil and grease business vehicle or tractor	B	M
3096	Carpentry repair of storage buildings and repair shop	B	M
3056	*Electrical repair of light switches and extension cords	H	M
3057	Paint storage structures	B	M
3058	*Plumbing repair by replacement of worn gasket or valves	B	M
3097	Clean and oil electric motors	H	L

| PHYSICAL ACTIVITY | | | | | | WORKING CONDITIONS | | | | | |

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3098	Order repair parts for vehicles and/or other equipment	H	L
3109	Clean and repair dusters and sprayers	H	M
3110	Service and repair small gas engines (e.g. lawn mowers)	B	M
3111	Maintain and repair tillers, cultivators, hedge shears, etc.	B	M
3360	Major equipment overhaul	B	H
3361	Paint equipment	B	M
	E. PLANNING A LANDSCAPE		
3112	Consult with client to find out his needs and wishes	H	S
3113	Survey the landscape area	H	M
3114	Locate existing water and sewer lines in landscape area	H	S
3115	Draw landscape prints and plans	H	L
3116	Use design principles and techniques that fit the job	H	L
3117	Determine the time of year to do the job		S
3118	Selection of trees and plants		S
3119	List the plant materials to be used	H	S
3120	Estimate labor in terms of numbers of men and hours		S
3121	Prepare cost estimate of plan	H	S

| PHYSICAL ACTIVITY | | |

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3122	Interpret landscape specifications and designs prepared by landscape architects		S
3357	+Operate business vehicle with a standard transmission	P	L
3123	**F. PREPARE THE LANDSCAPE** Determine the time to plant various species		S
3124	Dig drainage ditches	B	H
3125	Clear brush and unwanted plants	B	H
3126	Fell and remove trees	B	H
3127	Take soil samples	H	L
3128	Fertilize based on soil tests results	B	M
3129	Spread and level top soil	B	H
3130	Prepare flower and shrub beds for planting	B	M
3131	Dig holes for tree setting	B	H
3132	*Install irrigation systems	B	H
3133	Add peat moss to soils	B	M
3134	**G. PLANTING A LANDSCAPE** Control weeds and soil insects with chemicals	B	M
3135	Till soil for lawn seedbed	B	M
3136	Seed a lawn	B	M

K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	C K H T S	C K H T S	K H T S	T S	H S	H T S	Climbing, and/or balancing	PHYSICAL ACTIVITY
																Kneeling, stooping, crawling, and/or crouching	
																Handling, fingering, reaching, and/or feeling	
																Talking, and/or hearing	
																Seeing, depth perception, acuity and/or color vision	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	N	S	SUPERVISION None, Some Constant, Varies	
C	C	C	C	C	C	C	C	C	C	C	C	C	C	A	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	
O C H W	O C H W	O C H F	O C H W	O C H W H	O C H W H	O C H W	O C H W	O C H	O C H W	O C H W H	O C H W H	O C H W	I	O C H W	I	Inside, Outside, Both	WORKING CONDITIONS
																Cold and/or temperature change	
																Hot and/or temperature change	
																Wet and/or humid	
																Noise and/or vibrations	
																Hazards - mechanical electrical and/or burns	
																Fumes, odors - dust and/or poor ventilation	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	
E	E	E	E	E	E	E	E	E	I	E	E	E	E	I	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3137	Add mulch to protect new seedings	B	M
3138	Plant flowers and shrubs	B	H
3139	Plant trees	B	H
3140	Support woody plants by guying, staking, or cabling	B	H
3141	Set stones	B	H
3142	Install drain tile	B	H
3143	Construct walls, walks, and outbuildings	B	H
3144	*Construct paved roads and drives	B	H
3145	Place sod	B	H
3146	Water new plantings including sod	B	M
3147	Dispose of paper and refuse	B	H
3358	+ Final clean up and check of landscape job	B	H
3148	**H. LANDSCAPE MAINTENANCE** Clean grounds of leaves and litter	B	M
3091	Identify horticultural plant disease and insect infestations		L
3149	Spray chemicals to eliminate weeds, insects, and disease	B	M
3150	Repair gates, walks, and walls of the grounds	B	M
3151	Paint fences and outbuildings	B	M

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W		H		E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
C	K	H		S	V	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				E	E
C	K	H	T	S	S	C	O	C	H				F	E	E
	K	H	T	S	S	C	O	C	H	W				E	E
C	K	H	T	S	S	C	O	C	H				F	E	E

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LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3152	Clean drainage ditches and culverts	B	M
3153	Prune and remove dead or unwanted tree branches	B	H
3154	Scrape tree wounds	H	M
3155	Apply protective substance to tree wounds or cut surfaces	H	M
3156	Prepare lawn for reseeding	B	M
3157	Reseed a lawn	B	M
3158	Identify and remove poisonous plants	B	M
3159	Treat plantwounds and disease infestations	B	M
3160	Repair worn spots in lawn with sod or reseeding	B	H
3161	Plant annual flowers and set bulbs	H	M
3127	Take soil samples and send for analysis	H	L
3128	Apply lime and fertilizer according to soil test	B	M
3162	Water flower beds and lawns	B	M
3163	Prune and trim trees and shrubs	B	M
3164	Mow and trim lawns	B	M
3165	Remove dead or unwanted trees or shrubs	B	M
3166	Shovel snow	B	H

| | | |

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3167	Cultivate flower beds	B	M
3168	Repair driveways	B	H
3169	Fell trees	B	H
3170	Transplant trees and/or shrubs	B	H
3171	Select and use mulches	B	M
3362	+ Plow snow	B	M
	I. MANAGEMENT		
3059	Report and pay federal, state, and local taxes		L
3060	Understand and comply with business laws		L
3061	Administer social security and other employee benefit programs		S
3062	Identify labor needs		S
3063	Recruit employees		S
3064	Interview and select employees		S
3065	Designate employee work assignments		S
3066	Supervise employees		L
3067	Train new employees	B	H
3068	Evaluate employee performance		S
3069	Perform personnel actions such as promoting or firing		S

| PHYSICAL ACTIVITY | | |

LANDSCAPE SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
3070	Establish employee wages, hours, and working conditions		S
3071	Determine business credit needs		S
3072	Locate sources of, and secure credit		L
3073	Determine need for, and purchase comprehensive business insurance		L
3074	Select and purchase of equipment and expendables not for sale		L
3075	Determine kinds and amounts of flowers and plants to stock		L
3076	Identify and select producers and suppliers of flowers, plants, and materials		L
3077	Establish and enforce safety regulations		S
3078	Allocate monies in preparing working budget		S
3079	Analyze the business enterprises on cost and return basis	B	L
3080	Participate in horticulture trade organizations		L
3081	Plan business advertising	H	S
3082	Negotiate sales contracts		L
3172	Analyze jobs and contracts on cost basis	B	S
3173	Determine which jobs to contract		S

															PHYSICAL ACTIVITY
L S	L S	L S	L S	L S	H L S	L S	L S	L S	H L S	L S	L S	L S	L S	L S	Climbing, and/or balancing
															Kneeling, stooping, crawling, and/or crouching
															Handling, fingering, reaching, and/or feeling
															Talking, and/or hearing
															Seeing, depth perception, acuity and/or color vision
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
I	I	I	I	I	I	I	B	I	I	I	I	I	I	I	Inside, Outside, Both
							C								WORKING CONDITIONS Cold and/or temperature change
							H								Hot and/or temperature change
							W								Wet and/or humid
															Noise and/or vibrations
															Hazards - mechanical electrical and/or burns
															Fumes, odors - dust and/or poor ventilation
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. PREPARATION OF THE MEDIUM		
4174	*Test soil for N.P.K. and soluable salts	H	S
4175	Identify greenhouse soil materials	H	L
4176	Determine soil mix for specific plant requirements	H	S
4177	Shred or screen the soil	P	L
4178	Mix the soil with plant growing materials	B	M
4179	Sterilize mixed soils	H	L
4180	Fill benches and pots	H	L
4181	Mix fertilizer into soil	H	L
4182	Level the soil surface	H	L
4183	Spread peat moss on top of soil mix	H	L
4184	Mark soil for planting	H	L
	B. PROPAGATION		
4185	Select the proper time to plant annuals and seasonal varieties	H	S
4186	Select seed and bulbs	H	L
4187	Select cuttings and seedling stock	H	L
4188	Clean and treat seed	H	L
4189	Sow seed for greenhouse stock	H	L

Climbing, and/or balancing	K	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Kneeling, stooping, crawling, and/or crouching	H	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Handling, fingering, reaching, and/or feeling	H	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Talking, and/or hearing	H	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Seeing, depth perception, acuity and/or color vision	H	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
PHYSICAL ACTIVITY																
SUPERVISION None, Some Constant, Varies	S	V	S	S	C	S	S	S	S	S	S	S	S	S	S	S
ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	A	A	A	C	C	C	C	C	C	C	C	C	C	C	C	C
Inside, Outside, Both	I	B	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Cold and/or temperature change	W															
Hot and/or temperature change					H	W	H	F		H	H					
Wet and/or humid												W				
Noise and/or vibrations																
Hazards - mechanical electrical and/or burns	H															
Fumes, odors - dust and/or poor ventilation																
WORKING CONDITIONS																
QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	I	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4190	Transplant seedlings to pots	H	M
4192	Plant cuttings in flats	H	L
4193	Pencil label planted specimens	H	L
4194	Keep seeds and bulbs at proper temperature	H	L
4006	Identify types of horticultural plants	H	S
	C. ENVIRONMENTAL CONTROL AND CULTURE		
4195	Water nursery stock	B	L
4196	*Thin nursery stock	H	L
4197	Prune and thin plants	H	L
4198	Fertilize plants	H	L
4174	Test soils for nutrients	H	L
4199	Pinch potted plants	H	L
4200	Control temperature with fans and heaters	H	L
4201	Control humidity with ventilating fans and humidifiers	H	L
4202	Control both the type and amount of light	H	L
4203	Force bulbs	H	M
4204	Force potted plants to bloom at seasonal times	H	L
4205	Cultivate beds for aeration	H	L

PHYSICAL ACTIVITY					WORKING CONDITIONS							
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
H	H	H	H	S	S	C	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	C	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	V	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	N	P	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	C	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	V	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	P	I	C	H	W	C	H	W	E	E
H	H	H	H	S	S	A	I	C	H	W	C	H	W	E	E
H	H	H	H	S	N	A	I	C	H	W	C	H	W	E	E
C	H	H	H	S	S	C	I	C	H	W	C	H	W	E	E
K	H	H	T	S	S	C	I	C	H	W	C	H	W	E	E
K	H	H	T	S	V	C	I	C	H	W	C	H	W	E	E
K	H	H	T	S	S	C	I	C	H	W	C	H	W	E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	D. DISEASE, WEED, AND PEST CONTROL		
4206	Control weeds with chemicals	B	M
4207	Use plastic and tools to provide weed control	H	M
4208	Set traps and/or poisons for pests	H	L
4209	Fumigate greenhouse	H	L
4210	Identify and remove diseased plants	H	L
4211	Control plant insects and diseases with chemicals	B	L
	E. HARVESTING		
4212	Remove plants from beds	H	L
4213	Cut flowers and plants	H	L
4214	*Harvest seed	H	L
4215	*Clean and grade seed	H	L
4216	*Bag roots of shrubs	H	S
4217	Pot flowering plants for sale	H	L
4218	Label harvested plants by common names	H	L
	F. STORAGE AND PACKAGING		
4219	Bunch, pack, or wrap, flowers and other plants	H	L
4220	*Package seeds	H	L
4222	*Deliver produce to warehouse storage	H	L

	PHYSICAL ACTIVITY					WORKING CONDITIONS							
	Seeing, depth perception, acuity and/or color vision	Talking, and/or hearing	Handling, fingering, reaching, and/or feeling	Kneeling, stooping, crawling, and/or crouching	Climbing, and/or balancing	Fumes, odors - dust and/or poor ventilation	Hazards - mechanical electrical and/or burns	Noise and/or vibrations	Wet and/or humid	Hot and/or temperature change	Cold and/or temperature change	Inside, Outside, Both	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
GSC	S	S	S	S	S	F	S	S	S	S	S	U	C	C	E	E
HTSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHTSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HTSS	S	S	S	S	S	F	S	S	S	S	S	I	S	P	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
KHTSS	S	S	S	S	S	F	S	S	S	S	S	I	S	C	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
HSS	S	S	S	S	S	F	S	S	S	S	S	I	S	A	E	E
CKHTSS	S	S	S	S	S	F	S	S	S	S	S	I	S	C	E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4223	*Place cut flowers in environmental storage	H	L
4224	*Label storage bins and bags	H	L
4225	Remove dead and diseased blooms and plant parts	H	L
4226	*Pack care instructions with plants	H	L
4001	**G. SALES** Describe to customers the purposes and qualities of merchandise for sale	H	S
4002	Identify customer needs and wants	H	L
4003	Take orders for sales by telephone	H	L
4004	Follow-up sales to determine customer satisfaction and as a guide for next years plantings	H	S
4005	Make cost estimates on customer orders	H	L
4006	Identify horticultural plants	H	S
4007	Solicit sales by telephone		L
4008	Use effective interpersonal relationships in dealing with customers	H	L
4084	Prepare advertising materials	H	L
4227	Demonstrate arrangement features of products	H	S
4228	Use various types of advertising such as industry publications and mailing lists	H	L

															PHYSICAL ACTIVITY
															Climbing, and/or balancing
															Kneeling, stooping, crawling, and/or crouching
															Handling, fingering, reaching, and/or feeling
															Talking, and/or hearing
															Seeing, depth perception, acuity and/or color vision
															SUPERVISION None, Some Constant, Varies
															ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
															WORKING CONDITIONS
															Inside, Outside, Both
															Cold and/or temperature change
															Hot and/or temperature change
															Wet and/or humid
															Noise and/or vibrations
															Hazards - mechanical electrical and/or burns
															Fumes, odors - dust and/or poor ventilation
															QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
															QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4105	Write up customer orders	H	S
4229	*Advise customers on environmental control and shelf life of plants	H	L
4230	Send plant care instructions to retailers	H	L
4094	Keep price lists and catalogs current	B	L
	H. RECORDS		
4028	Keep records of receipts and expenses	H	L
4029	Make out and mail bills to collect accounts due	H	L
4030	Check credit references of customers	H	L
4031	Perform filing tasks	B	S
4032	Perform typing and mailing tasks	H	L
4033	Keep employee work records	B	S
4034	Prepare employee payroll	H	L
4035	Pay accounts payable	H	L
4036	Assist in records audit	H	S
4037	Prepare income tax and other government reports	H	S
4038	Keep annual depreciation schedule	H	L
4039	Keep customer credit records	B	L

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	V	A	I							E	E
		H	T	S	V	A	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H		S	N	A	I							E	E
		H		S	N	C	I							E	E
		H	T	S	S	C	I							E	E
		H		S	C	C	I							E	E
		H		S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4040	Use adding machine and/or other tabulation devices in balancing accounts	H	L
4231	Keep greenhouse crop production record	H	L
	I. PROCESSING AND SHIPMENT		
4232	Quality sort prior to shipment	H	L
4233	Make out shipping labels and invoices	H	M
4234	Package orders for shipment	H	S
4235	Arrange transportation for shipments of plant materials	P	L
4236	Deliver flowers and/or other plants to wholesaler and/or retailer	H	L
	J. INVENTORY		
4041	Keep current inventory of plants and supplies for sale	H	L
4042	Check received merchandise against invoice listings	B	L
4043	Check invoices for math errors	H	L
4044	Take annual inventory for tax purposes	H	H
4045	Store received materials and supplies	B	S
4046	Arrange for transportation of plant materials and supplies purchased		S
4047	Order seed, fertilizer, chemicals, and/or plant materials	H	L

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														PHYSICAL ACTIVITY
Climbing, and/or balancing	H	H	H	H	H	H	H	H	H	H	H	H	H	H
Kneeling, stooping, crawling, and/or crouching	T	T	T	T	T	T	T	T	T	T	T	T	T	T
Handling, fingering, reaching, and/or feeling	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Talking, and/or hearing														
Seeing, depth perception, acuity and/or color vision														
SUPERVISION None, Some Constant, Varies	N	S	V	C	K	S	V	C	S	V	N	C	S	V
ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	A	C	C	K	A	C	C	N	C	C	A	V	C
Inside, Outside, Both	I	I	I	I	I	I	I	I	B	I	I	I	I	I
Cold and/or temperature change									C					
Hot and/or temperature change									H					
Wet and/or humid									W					
Noise and/or vibrations														
Hazards - mechanical electrical and/or burns														
Fumes, odors - dust and/or poor ventilation														WORKING CONDITIONS
QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	E	E	E	E	E	E	E	E	E
QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	E	E	E	E	E	E	E	E	E	E	E	E	E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4108	Keep current inventory of repair parts, fertilizer, seed, and soil mix supplies	H	L
	K. MAINTENANCE		
4050	Keep work, storage, and delivery areas neat and clean	B	L
4051	Clean and sharpen hand tools	H	L
4053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery and radiator water levels	H	M
4054	*Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	H	M
4055	Change oil and grease business vehicle or tractor	H	L
4096	Carpentry repair of frames, benches, and other greenhouse structures	B	M
4056	Electrical repair of light switches and extension cords	H	L
4057	*Paint frames and greenhouse structures	B	M
4058	Plumbing repair by replacement of worn gasket or valves in the watering system	H	L
4097	Clean and oil electric motors	H	M
4098	Order repair parts for vehicles and/or other equipment	H	L
4237	Glaze windows	H	M
4100	Maintain and repair small gas engines	H	M
4109	Clean and repair dusters and sprayers	H	M

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H		S	V	C	I							E	E
		H		S	V	A	I							E	E
	K	H		S	S	C	B	C		H	W			E	E
	K	H	T	S	N	A	B							E	E
	K	H	T	S	N	A	I						F	E	E
	K	H	T	S	N	A	I							E	E
C	K	H	T	S	S	C	B	C		H				E	E
C	K	H	T	S	V	A	I							E	E
C	K	H	T	S	S	C	B			H			F	E	E
C	K	H		S	S	A	I							E	E
	K	H		S	N	A	I							E	E
		H	T	S	N	A	I							E	E
C	K	H	T	S	S	C	B							E	E
	K	H		S	N	A	I							E	E
	K	H		S	N	A	I							E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4111	Maintain and repair power tillers and cultivators	H	M
4238	Service heaters and boilers	B	M
	L. MANAGEMENT		
4059	Report and pay federal, state, and local taxes	B	S
4060	Understand and comply with business laws		S
4061	Administer social security and other employee benefit programs	H	S
4062	Identify labor needs		S
4063	Recruit employees		L
4064	Interview and select employees		S
4065	Designate employee work assignments		S
4066	Supervise employees		L
4067	Train new employees	B	M
4068	Evaluate employee performance		L
4069	Perform personnel actions such as promoting or firing		S
4070	Establish employee wages, hours, and working conditions		S
4071	Determine business credit needs		S
4072	Locate sources of, and secure credit		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H		S	V	A	I					H		E	E
C	K	H	T	S	V	A	I		H			H	F	E	E
		H	T	S	N	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	C	I							E	E
			T	S	N	C	I							E	E
			T	S	N	A	I							E	E
			T	S	N	A	I							E	E
			T	S	N	C	B							E	E
		H	T	S	C	C	B							E	E
		H	T	S	N	C	I							E	E
		H	T	S	C	A	I							E	E
		H	T	S	N	C	I							E	E
			T	S	N	A	I							E	E
			T	S	N	C	I							E	E

GREENHOUSE PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
4073	Determine need for, and purchase comprehensive business insurance		S
4074	Select and purchase plants, seeds, fertilizer, and equipment	H	S
4075	Determine kinds and amounts of flowers and other plants to stock		S
4076	Identify and select producers and suppliers of flowers, plants, and materials		S
4077	Establish and enforce safety regulations		S
4078	Allocate monies in preparing working budget		S
4079	Analyze the business enterprises on cost and return basis		L
4080	Participate in horticulture trade organizations		S
4081	Plan business advertising		S
4082	Negotiate sales contracts		S
4239	Plan varieties to be planted according to demand and availability of seed, bulbs or scion stock		S
4240	Develop relationships with buyers to get new markets and secure sales agreements		S
4241	Arrange with commercial seed houses for supplies		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
			T	S	N	A	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	C	C	I							E	E
		H	T	S	N	A	I							E	E
			T	S	N	C	I							E	E
		H	T	S	N	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	C	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	N	A	I							E	E

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. PREPARATION OF THE MEDIUM (SEEDBED)		
5242	Select nursery planting site	B	S
5127	Take soil samples	H	S
5243	Lay out space requirements for various varieties	H	S
5244	Determine fertilizer requirements according to soil test	H	S
5245	Add chemicals to control weeds and/or soil insects	H	M
5246	Operate machinery to till soil and distribute lime and fertilizer	B	M
5131	Dig holes for trees and shrubs (with shovel or power auger)	B	M
5133	Haul and spread peat moss and other plant materials	B	M
5247	Plant cover crops	B	L
	B. PROPAGATION		
5185	Select time to plant annual and seasonal plants	H	S
5248	Select seed and transplant stock	H	S
5188	*Clean and treat seed	H	S
5189	Plant seed	H	L
5249	Transplant seedlings to the field	B	L
5189	Plant seed for nursery stock	H	L

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	N	C	O	C	H	W				E	E
	K	H		S	V	A	O							E	E
			T	S	S	A	O		H					E	E
		H		S	C	A	I							E	E
		H	T	S	S	C	O							V	I
		H	T	S	S	C	O		H		N	H		E	E
	K	H		S	S	C	O	C	H	W		H		E	E
		H		S	S	C	O	C	H	W				E	E
		H		S	S	A	O		H			H		E	E
		H	T	S	N	C	I							E	E
		H	T	S	V	C	I		H					E	E
		H		S	S	C	I	C	H					E	E
	K	H		S	S	C	O							E	E
	K	H		S	S	C	O							E	E
	K	H	T	S	S	C	B							E	E

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NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5193	Label planted rows or areas	H	S
	C. CULTURE OF PLANTS IN THE NURSERY		
5250	Water nursery stock	H	L
5197	Prune and trim plants	H	L
5174	Test soil	H	S
5251	Care for plants in containers	H	L
5252	Thin and space nursery stock	H	L
5253	Fertilize nursery crops according to soil test	P	M
	D. DISEASE, PEST, AND WEED CONTROL		
5254	Cultivate to eliminate weeds	B	M
5206	Provide chemical weed control	B	M
5207	*Lay plastic to prevent weeds	H	L
5208	*Set traps and poisons for pests	H	L
5255	*Shoot pests	H	L
5256	Spray crops	B	M
5210	Identify and remove diseased and dead plants	H	L
5257	Identify common insect and disease pests of ornamental shrubs	H	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H	T	S	S	C	O		H					E	E
		H		S	S	C	O		H					E	E
	K	H	T	S	S	C	O	C	H					E	E
		H	T	S	S	A	O	C						E	E
	K	H	T	S	S	C	B		H					E	E
	K	H	T	S	S	C	O	C	H					E	E
		H		S	S	C	O	C						E	E
	K	H	T	S	S	C	O		H					E	E
		H		S	S	C	O		H					E	E
	K	H	T	S	S	C	O							V	E
	K	H		S	S	C	O							E	E
	K	H	T	S	S	A	O	C	H	W	N	H		E	E
		H		S	S	C	O					H	F	V	E
	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	A	O		H					E	E

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	E. HARVESTING		
5258	Dig up trees and shrubbery	B	M
5259	Ball and burlap roots of trees and shrubs	H	M
5213	*Cut flowers and plants	H	L
5212	Remove plants from beds	H	L
5214	*Harvest seed	H	L
5215	*Clean and grade seed	H	S
5218	Label harvested plants	H	S
5217	Pot plants for retail sale	H	L
	F. STORAGE		
5219	Bunch and pack plants	H	L
5222	*Deliver plants to warehouse storage	B	M
5224	*Label storage bins and bags	H	L
5261	Remove dead or inferior plants	H	L
5262	*Maintain humidity and temperature requirements in storage facility with fans and heater units	B	L
5263	*Care for overwintering of container group plant materials	H	M
	G. SALES		
5001	Describe to customers the purposes and qualities of plants for sale	H	S

K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
S	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	A	C
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		I
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H		C
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		B
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H		I
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		E
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		E

PHYSICAL ACTIVITY					SUPERVISION	ASSOCIATION WITH OTHER WORKERS	WORKING CONDITIONS					QUANTITATIVE PERFORMANCE	QUALITATIVE PERFORMANCE
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	None, Some Constant, Varies	Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	Employer judgment, Varies by conditions	Employer judgment, Industry standards, Customer satisfaction

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5002	Identify customer needs and wants	H	S
5003	Take orders for sales by telephone	H	S
5004	Follow up sales to determine satisfaction and as a guide for determining next years plantings	H	S
5005	Make cost estimates on customer orders	H	S
5006	Identify horticultural plants	H	S
5007	Solicit sales by telephone	H	S
5008	Use effective interpersonal relationships in dealing with customers		S
5084	Prepare advertising materials	H	S
5010	Use supplier advertising materials including catalogs	H	S
5105	Write up customer orders	H	S
5264	Prepare advertising materials including catalogs	H	S
5228	*Use various types of advertising such as industry publication and mailing lists	H	S
5229	Advise customers on environmental requirements and shelf life of plants		S
5230	Send plant care instructions to retailers	H	S
5028	**H. RECORDS** Keep records of receipts and expenses	B	S

H T S S	H T S S	T S S	T S S	T S S	H T S S	H T S S	H T S S	T S N A	T S N C	H T S N A	T S S A	T S N C	T S S C	H T S S A	PHYSICAL ACTIVITY Climbing, and/or balancing
															Kneeling, stooping, crawling, and/or crouching
															Handling, fingering, reaching, and/or feeling
															Talking, and/or hearing
															Seeing, depth perception, acuity and/or color vision
S S C	S S C	S S C	S S C	S S C	S S C	N S C	S S C	N A	N C	N A	S A	N C	S C	S A	SUPERVISION None, Some Constant, Varies
															ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
I	I	I	I	I	I	I	I	I	I	B	I	I	I	B	WORKING CONDITIONS Inside, Outside, Both
															Cold and/or temperature change
															Hot and/or temperature change
															Wet and/or humid
															Noise and/or vibrations
															Hazards - mechanical electrical and/or burns
															Fumes, odors - dust and/or poor ventilation
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5029	Make out and mail bills to collect accounts due	B	S
5030	Check credit references of customers	H	S
5031	Perform filing tasks	H	S
5032	Perform typing and mailing tasks	H	S
5033	Keep employee work records	H	S
5034	Prepare employee payroll	H	S
5035	Pay accounts payable	H	S
5036	Assist in records audit	H	S
5037	Prepare income tax and other government reports	H	S
5038	Keep annual depreciation schedule	H	S
5039	Keep customer credit records	B	S
5040	Use adding machine and/or other tabulation devices in balancing accounts	B	S
5265	Keep nursery crop production records	H	S
5363	+Calculate sales prices based on cost plus a percentage mark-up	H	L
5232	**I. PROCESSING AND SHIPMENT** Quality sort prior to shipment	H	L
5233	Make out shipping labels and invoices	H	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	C	B							E	E
		H	T	S	S	C	I							E	E

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5234	Package orders for shipment	H	M
5235	Arrange transportation for shipment of plant materials	H	S
5236	Deliver plant materials to wholesaler and/or retailer	P	M
	J. INVENTORY		
5041	Keep current inventory of plants and supplies for sale	H	S
5042	Check received merchandise against invoice listings	H	S
5043	Check invoices for math errors	H	S
5044	Take annual inventory for tax purposes	B	L
5045	Store received materials and supplies	B	M
5046	Arrange for transportation of plant materials and supplies	H	S
5047	Order seed, fertilizer, and/or plant materials	H	S
5108	Keep current inventory of repair parts, fertilizer, seed, and other supplies	H	S
	K. MAINTENANCE		
5050	Keep work, storage, and delivery areas neat and clean	B	L
5051	Clean and sharpen hand tools	B	M
5053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery and radiator water levels	B	S

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NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5054	Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	B	L
5055	Change oil and grease business vehicle or tractor	H	L
5096	Carpentry repair of storage bins and equipment storage buildings	B	M
5056	*Electrical work on light switches, extension, and time clocks	B	M
5057	Paint nursery house and storage buildings	B	M
5058	Maintain and repair water valves, spigots, thermostats, and pumps	B	
5097	*Clean and oil electric motors	H	L
5098	Order repair parts for vehicles and/or other equipment	H	S
5109	Clean and repair dusters and sprayers	H	M
5100	Maintain and repair small gas engines (e.g. lawn mower, rototiller)	H	M
5267	Maintain and install sprinkler heads, pipe nozzles and other irrigation equipment	H	M
5238	*Service heating pots and boilers	H	M
5111	Maintain and repair power tillers and cultivators	H	L
5059	**L. MANAGEMENT** Report and pay federal, state, and local taxes	B	S

PHYSICAL ACTIVITY	Climbing, and/or balancing	K	C	K	H	T	S								
	Kneeling, stooping, crawling, and/or crouching	K	C	K	H	T	S								
	Handling, fingering, reaching, and/or feeling	K	H	T	S										
	Talking, and/or hearing	C	K	H	T	S									
	Seeing, depth perception, acuity and/or color vision	C	K	H	T	S									
	SUPERVISION None, Some Constant, Varies	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	A	C	C	C	C	C	C	C	C	C	C	C	C
WORKING CONDITIONS	Inside, Outside, Both	I	B	B	C	B	C	B	B	B	I	I	C	B	I
	Cold and/or temperature change														
	Hot and/or temperature change				H						H		H		
	Wet and/or humid														
	Noise and/or vibrations														
	Hazards - mechanical electrical and/or burns	H	H					H							
	Fumes, odors - dust and/or poor ventilation														
	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	V	E	E	E	E	E	V	E	E	E	E	E	E	E
	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	E	E	E	E	E	E	E	E	E	E	E	E	E	I

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5060	Understand and comply with business laws		S
5061	Administer social security and other employee benefit programs	B	S
5062	Identify labor needs		S
5063	Recruit employees	H	S
5064	Interview and select employees		S
5065	Designate employee work assignments		S
5066	Supervise employees		S
5067	Train new employees	B	S
5068	Evaluate employee performance		S
5069	Perform personnel actions such as promoting or firing		S
5070	Establish employee wages, hours, and working conditions		S
5071	Determine business credit needs	H	S
5072	Locate sources of, and secure credit		S
5073	Determine need for, and purchase comprehensive business insurance		S
5074	Select and purchase plants, fertilizer, and equipment		S
5075	Determine kinds and amounts of flowers and plants to stock		S

																PHYSICAL ACTIVITY
T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	T S	Climbing, and/or balancing
																Kneeling, stooping, crawling, and/or crouching
H T S	H T S	H T S	H T S	H T S	T S	T S	T S	H T S	H T S	T S	T S	T S	H T S	T S	T S	Handling, fingering, reaching, and/or feeling
																Talking, and/or hearing
																Seeing, depth perception, acuity and/or color vision
N	N	N	N	N	N	N	N	N	N	N	N	S	S	N	N	SUPERVISION None, Some Constant, Varies
C	C	A	A	A	A	A	B	C	C	C	C	C	C	A	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
I	I	I	I	I	I	B	B	B C	B C	B	I	I	I	I	I	Inside, Outside, Both
								H W	H W							Cold and/or temperature change
								H								Hot and/or temperature change
																Wet and/or humid
																Noise and/or vibrations
																Hazards - mechanical electrical and/or burns
																Fumes, odors - dust and/or poor ventilation
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

NURSERY PRODUCTION

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
5076	Identify and select producers and suppliers of flowers, plants, and materials		S
5077	Establish and enforce safety regulations		S
5078	Allocate monies in preparing working budget		S
5079	Analyze the business enterprises on cost and return basis	B	S
5080	Participate in horticulture trade organizations		S
5081	Plan business advertising		S
5082	Negotiate sales contracts		S
5268	Developing relationships with buyers to get new markets and secure sales agreements		S

	T S	T S	H T S	T S	H T S	T S	T S	T S	
	S	N	S	N	N	C	C	C	SUPERVISION None, Some Constant, Varies
	C	A	C	A	A	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
	I	I	I	I	I	I	I	I	Inside, Outside, Both
									Cold and/or temperature change
									Hot and/or temperature change
									Wet and/or humid
									Noise and/or vibrations
									Hazards - mechanical electrical and/or burns
									Fumes, odors - dust and/or poor ventilation
	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

PHYSICAL ACTIVITY

Climbing, and/or balancing

Kneeling, stooping, crawling, and/or crouching

Handling, fingering, reaching, and/or feeling

Talking, and/or hearing

Seeing, depth perception, acuity and/or color vision

WORKING CONDITIONS

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. PREPARATION OF THE MEDIUM		
6269	Drain the turf site	P	M
6243	Lay out space requirements for various varieties	H	S
6127	Take soil samples	H	L
6224	Determine fertilizer requirements based on soil tests	H	L
6246	Operate machinery to till soil and distribute lime and fertilizer	P	M
6271	Level seed bed	P	M
	B. PROPAGATION AND GROWTH		
6185	Select time to plant		S
6272	Select seed		S
6273	*Mix seed	H	L
6274	Till the topsoil	P	M
6275	Sow grass seed	B	M
6277	Roll the seeded ground	P	M
6278	Water the new seeding	B	M
6279	Mow and trim new seeding	P	M
6281	Irrigate sod or seeding	B	M
6365	+Plug or sprig grasses	B	M

PHYSICAL ACTIVITY	Climbing, and/or balancing	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
	Kneeling, stooping, crawling, and/or crouching	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
	Handling, fingering, reaching, and/or feeling	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
	Talking, and/or hearing	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	Seeing, depth perception, acuity and/or color vision	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	SUPERVISION None, Some Constant, Varies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	C	C	C	C	P	C	C	C	C	C	C	C	C	C	C
WORKING CONDITIONS	Inside, Outside, Both	O	I	O	I	O	I	O	O	O	O	O	O	O	O	O
	Cold and/or temperature change	C		C		C		I				C	C	C	C	C
	Hot and/or temperature change	H		H		H						H	H	H	H	H
	Wet and/or humid					W						W	H	H	H	H
	Noise and/or vibrations															C
	Hazards - mechanical electrical and/or burns	H									H	H	H	H	H	H
	Fumes, odors - dust and/or poor ventilation															W
	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	E	E	E	E	E	I	E	E	E	E	E	E	E	E	E
	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction	E	E	E	E	E	I	E	E	E	E	E	E	E	E	E

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	C. DISEASE, PEST, AND WEED CONTROL		
6282	Cultivate the seed site prior to planting	P	M
6255	*Shoot pests	H	L
6283	Operate sprayers	P	M
6285	Poison rodents and insects	H	L
6286	Identify and remove weeds	H	M
6287	Add chemicals to control weeds and/or soil insects	P	L
	D. HARVESTING		
6288	Lift and roll sod with machine	B	M
6289	Load sod on trucks	P	L
6290	*Label harvested sod	H	L
	E. SALES		
6001	Describe to customers the uses of different varieties of sod	H	S
6002	Identify customer needs and wants	H	S
6003	Take orders for sales by telephone	B	S
6004	Follow-up sales to determine customer satisfaction and as a guide for determining next years plantings	H	S
6005	Make cost estimates or customer orders	H	S
6006	Identify horticultural plants	H	S

PHYSICAL ACTIVITY						WORKING CONDITIONS							
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
H	H	H	T	S	S	A	O		H					E	E
H	H	H	T	S	S	A	O	C	H	W	N	H		E	E
H	H	H	T	S	S	A	O	C	H	W				E	E
H	H	H	T	S	S	C	O		H			H	F	V	E
H	H	H	T	S	S	A	O		H				F	E	E
H	H	H	T	S	S	A	O	C	H	W				E	E
H	H	H	T	S	S	A	O	C	H				F	E	E
H	H	H	T	S	S	C	O		H					E	E
H	H	H	T	S	S	C	O	C	H					E	E
H	H	H	T	S	S	C	O	C	H				H	E	E
T	S				S	P	O		H					E	E
T	S				S	P	B							E	E
T	S				S	P	I							E	E
H	T	S			S	C	B							E	E
H	T	S			S	A	B							E	E
H	T	S			S	P	O							E	E

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
6007	Solicit sales by telephone	B	S
6008	Use effective interpersonal relationships in dealing with customers	H	S
6084	Prepare advertising materials	H	S
6094	Keep price lists current	H	S
6228	Use various types of advertising such as industry publications and mailing lists	H	S
6105	Write-up customer orders	B	S
6291	Advise customers on establishment and care of sod	H	S
6292	Send sod care instructions to retailers	B	S
6293	Deliver sod to retailer or wholesaler	P	M
6294	Ship sod to landscapers or contractors	P	M
	F. RECORDS		
6028	Keep records of receipts and expenses	B	S
6029	Make out and mail bills to collect accounts due	B	S
6030	Check credit references of customers	B	S
6031	Perform filing tasks	H	S
6032	Perform typing and mailing tasks	B	S
6033	Keep employee work records	B	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
			T	S	S	C	I							E	E
			T	S	N	C	B							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	P	I							E	E
			T	S	S	P	B							E	E
		H	T	S	S	P	I							E	E
		H	T	S	S	C	O							E	E
		H	T	S	S	C	O	C	H	W		H		E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	P	I							V	E
		H	T	S	S	P	I							V	E
		H	T	S	S	P	I							V	E
		H	T	S	S	P	I							V	E
		H	T	S	S	P	I							V	E

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
6034	Prepare employee payroll	B	S
6035	Pay accounts payable	H	L
6036	Assist in records audit	B	L
6037	*Prepare income tax and other government reports	H	L
6038	*Keep annual depreciation schedule	H	S
6039	Keep customer credit records	B	S
6040	Use adding machine and/or other tabulation devices in balancing accounts	P	S
6295	Keep sod production records	H	S
	G. INVENTORY		
6041	Keep current inventory of sod for sale	H	S
6042	Check received merchandise against invoice listings	H	L
6043	Check invoices for math errors	H	S
6044	Take annual inventory for tax purposes	H	L
6045	Store received materials and supplies	H	H
6046	Arrange for transportation of materials purchased		S
6047	Order seed, fertilizer, and chemicals	H	S
6108	Keep current inventory of repair parts, seed, fertilizer, and chemicals	B	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	H	T	S		S	P	I							V	E
	H	T	S		S	P	I							E	E
	H	T	S		S	C	I							E	E
	H	T	S		S	C	I							E	I
	H	T	S		N	A	I							E	E
	H	T	S		S	P	I							E	E
	H	T	S		S	P	I							V	E
	H	T	S		S	A	I							E	E
	H	T	S		S	P	B							V	E
	H	T	S		S	P	B							V	E
	H	T	S		S	P	I							V	E
	H	T	S		S	P	B							V	E
	H	T	S		S	C	B	H						E	E
		T	S		S	C	I							E	E
	H	T	S		S	A	I							E	E
	H	T	S		S	P	I							V	E

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	H. MAINTENANCE		
6050	Keep work, storage, and delivery areas neat and clean	H	M
6051	Clean and sharpen hand tools		
6053	Light maintenance of business vehicle or tractor - oil level, tire pressure, battery, and radiator water levels	H	L
6054	Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	B	L
6055	Change oil and grease business vehicle or tractor	H	M
6096	Carpentry repair of storage structures	B	M
6056	Electrical repair of light switches and extension cords	H	L
6057	Paint storage structures	H	M
6058	Plumbing repair of worn gaskets or valves	H	L
6097	*Clean and oil electric motors	H	M
6098	Order repair parts for vehicles and/or other equipment	H	S
6100	Maintain and repair small gas engines	B	L
6267	Maintain and install sprinkler heads, pipe nozzles and other irrigation equipment	B	M
6058	Maintain and repair water valves, spigots, thermostats, and pumps	B	M
6111	Maintain and repair tillers and cultivators	B	M

														PHYSICAL ACTIVITY
K H S	K H T S	K H S	K H T S	H T S	K H T S	C K H T S	C K H T S	C K H T S	C K H T S	K H T S	K H T S	K H T S	H T S	H T S	Climbing, and/or balancing
														Kneeling, stooping, crawling, and/or crouching
														Handling, fingering, reaching, and/or feeling
														Talking, and/or hearing
														Seeing, depth perception, acuity and/or color vision
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
B	O	O	I	I	I	B	B	I	B	I	I	I	I	B	Inside, Outside, Both
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	Cold and/or temperature change
H	H	W	C	H	H	H	F	H	W	H	H	H	H	H	Hot and/or temperature change
															Wet and/or humid
															Noise and/or vibrations
															Hazards - mechanical electrical and/or burns
															Fumes, odors - dust and/or poor ventilation
E	V	E	V	V	E	V	E	E	E	V	V	V	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
E	E	E	E	E	I	E	E	E	E	I	I	I	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

WORKING CONDITIONS

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
6109	Clean and repair dusters and sprayers	B	M
6296	Service and repair of sod cutters	H	M
6297	Service and repair of mowers	H	M
6360	+Heavy maintenance, overhaul and valve job	B	M
6364	+Welding, both electric and acetylene	H	M
	I. MANAGEMENT		
6059	Report and pay federal, state, and local taxes	H	S
6060	Understand and comply with business laws	H	S
6061	Administer social security and other employee benefit programs	H	S
6062	Identify labor needs	H	S
6063	Recruit employees		S
6064	Interview and select employees		S
6065	Designate employee work assignments		S
6066	Supervise employees		S
6067	Train new employees	B	M
6068	Evaluate employee performance	H	S
6069	Perform personnel actions such as promoting or firing	H	S
6070	Establish employee wages, hours, and working conditions		S

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PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H	T	S	S	C	B	C	H					E	E
	K	H	T	S	S	C	B		H					V	E
	K	H	T	S	S	C	B		H					V	E
	K	H	T	S	S	C	I	C	H					E	I
	K	H	T	S	S	C	B	C	H		N	H	F	E	I
		H	T	S	S	C	I							E	I
			T	S	S	C	I							E	E
			T	S	S	C	I							E	E
			T	S	N	P	B							E	E
			T	S	N	P	B							E	E
			T	S	N	P	I							E	E
			T	S	S	P	B	C	H	W				E	E
			T	S	S	P	B	C	H	W				V	E
C	K	H	T	S	C	C	B	C	H	W	N	H	F	E	E
			T	S	N	C	B							V	E
			T	S	N	C	B							V	E
			T	S	N	C	I							V	E

TURF PRODUCTION
(Sod Farms)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
6071	Determine business credit needs	B	S
6072	Locate sources of, and secure credit		S
6073	Determine need for, and purchase comprehensive business insurance	B	S
6074	Select and purchase seed, fertilizer and equipment		S
6077	Establish and enforce safety regulations	B	S
6078	Allocate monies in preparing working budget	B	S
6079	Analyze the business enterprises on cost and return basis	B	S
6080	Participate in horticulture trade organizations		S
6081	Plan business advertising	H	S
6082	Negotiate sales contracts		S
6268	Develop relationships with buyers to get new markets and secure sales agreements		S
6298	Plan varieties to be planted according to demand and availability of seed	H	S
6299	Select sod field on farm	H	S

	H T S S	H T S S	T S S	T S S	H T S S	T S S	H T S S	H T S S	T S S	T S S	T S S	T S S	T S S	
	S S C	S S P	S S C	S S P	S S C	S S C	S S P	S S P	S C B	S C I	S C I	N C I	N C I	PHYSICAL ACTIVITY Climbing, and/or balancing Kneeling, stooping, crawling, and/or crouching Handling, fingering, reaching, and/or feeling Talking, and/or hearing Seeing, depth perception, acuity and/or color vision
	S	P	C	P	C	C	P	P	C	C	C	N	N	SUPERVISION None, Some Constant, Varies
	C	O	I	I	I	I	I	I	H W	I	I	I	I	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
	I													WORKING CONDITIONS Inside, Outside, Both Cold and/or temperature change Hot and/or temperature change Wet and/or humid Noise and/or vibrations Hazards - mechanical electrical and/or burns Fumes, odors - dust and/or poor ventilation
	E	E	E	E	E	E	E	E	E	V	V	V	V	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
	E	E	E	E	E	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7001	**A. SALES** Describe to customers the purposes and characteristics of tree varieties		S
7002	Identify customer needs and wants		S
7003	Take orders for sales or service by telephone		S
7004	Follow-up sales to determine customer satisfaction		S
7005	Make cost estimates on customer orders	H	S
7006	Identify types of trees		S
7007	Solicit sales by telephone	B	S
7008	Use effective interpersonal relationships in dealing with customers		S
7084	Prepare advertising materials	H	S
7010	Use supplier advertising materials	H	S
7085	Use various types of advertising such as mail, radio, and newspaper ads	H	S
7009	Interpret tree care instructions to customers		S
7105	Write-up customer orders	H	S
7300	Advise customers on tree pest and disease control		S
7028	**B. RECORDS** Keep records of receipts and expenses	B	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgmen. Industry standards, Customer satisfaction
	T	S	S	C	O	C	H	W					E	C
	T	S	S	C	O	C	H	W					E	E
H	T	S	S	C	I								E	E
	T	S	S	A	B	C	H	W					E	C
	T	S	S	C	B	C	H	W					E	E
	T	S	S	C	O	C	H	W					E	E
H	T	S	S	P	I								E	E
	T	S	S	C	B	C	H	W					E	E
H	T	S	S	C	I								E	E
H	T	S	S	C	I								V	E
H	T	S	S	C	I								E	E
	T	S	S	C	B	C	H	W					E	E
H	T	S	S	C	I								E	E
	T	S	S	C	B	C	H	W					E	I
H	T	S	S	C	I								E	E

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7029	Make out and mail bills to collect accounts due	B	S
7030	Check credit references of customers	B	S
7031	Perform filing tasks	H	L
7032	Perform typing and mailing tasks	B	S
7033	Keep employee work records	H	S
7034	Prepare employee payroll	H	S
7035	Pay accounts payable	H	S
7036	Assist in records audit	B	S
7037	*Prepare income tax and other government reports	B	S
7038	Keep annual depreciation schedule	B	S
7039	Keep customer credit records	H	S
7040	Use adding machine and/or other tabulation devices in balancing accounts	B	S
7301	Keep maintenance records on power equipment	H	S
7041	**C. INVENTORY** Keep current inventory of plants and materials	H	M
7042	Check received merchandise against invoice listings	H	L
7043	Check invoices for math errors	B	S
7044	Take annual inventory for tax purposes	H	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							E	E
		H		S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E
		H	T	S	S	A	I							V	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	B							E	E
		H	T	S	S	C	B							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	B	C	H	W				E	E

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7301	Store spare parts, oil, and gas	H	M
7108	Keep current inventory of spare parts, oil, and gas	H	L
7047	Order replacement and/or new merchandise for sale	H	S
	D. MAINTENANCE		
7050	Keep work, storage, and delivery areas neat and clean	H	L
7051	Clean and sharpen hand tools	B	L
7053	Light maintenance of business vehicle, or tractor - oil level, tire pressure, battery, and radiator water levels	B	L
7054	Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	B	L
7055	Change oil and grease business vehicle or tractor	B	M
7096	Carpentry repair of storage structures	B	M
7056	*Electrical repair of light switches and extension cords	B	M
7057	Paint storage buildings	H	M
7058	*Plumbing repair by replacement of worn gaskets or valves	H	M
7097	*Clean and oil electric motors	H	M
7098	Order repair parts for vehicles and/or other equipment	H	S
7100	Maintain and repair small gas engines (e.g. lawn mowers)	H	L
7302	Care of climbing equipment	H	L

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ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7109	Clean and repair dusters and sprayers	B	M
7303	Maintain and repair power trimmers and tree removers	B	M
	E. PREPARATION AND PLANTING TREES		
7304	Determine tree variety to plant		S
7305	Identify time of year to plant		S
7131	Dig holes to set trees	B	H
7139	Set trees	B	H
7174	*Take soil tests	H	L
7306	Lime and fertilize trees at planting	H	M
7307	Water set trees	H	M
7258	Dig up trees to be transplanted	B	H
7259	Ball trees to be shipped	H	H
7140	Support newly planted trees by guying or staking	H	M
7366	+Add compost or peat moss at planting	H	H
	F. TREE CARE AND MAINTENANCE		
7308	Diagnose tree pests, diseases and other disorders	H	S
7309	Spray trees for pests and disease	B	M
7310	Prune and trim shade trees	B	H

	C K H T S	C K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	H T S	K H T S	H T S	K H S S	K H S S	T S S	T S S	K H T S S	K H T S S	PHYSICAL ACTIVITY Climbing, and/or balancing
	C K H T S	C K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	H T S	K H T S	H T S	K H S S	K H S S	T S S	T S S	K H T S S	K H T S S	Kneeling, stooping, crawling, and/or crouching
	C K H T S	C K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	H T S	K H T S	H T S	K H S S	K H S S	T S S	T S S	K H T S S	K H T S S	Handling, fingering, reaching, and/or feeling
	C K H T S	C K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	H T S	K H T S	H T S	K H S S	K H S S	T S S	T S S	K H T S S	K H T S S	Talking, and/or hearing
	C K H T S	C K H T S	K H T S	K H T S	K H T S	K H T S	K H T S	H T S	K H T S	H T S	K H S S	K H S S	T S S	T S S	K H T S S	K H T S S	Seeing, depth perception, acuity and/or color vision
	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies
	C	C	C	C	C	C	C	C	C	A	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
	O	O	O	O	O	O	O	O	O	O	O	O	O	O	I	B	Inside, Outside, Both
	C H W	C H	C H W	C H W	C H W	C H W	C H W	C H	C H W	C H W	C H W	C H W	C H W				Cold and/or temperature change
	H	F		W	W	W	W		W	W	W	W	W				Hot and/or temperature change
																	Wet and/or humid
																	Noise and/or vibrations
																	Hazards - mechanical electrical and/or burns
																	Fumes, odors - dust and/or poor ventilation
	E	E	E	E	E	V	V	E	E	I	I	E	V	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
	E	E	E	E	E	E	E	E	I	I	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7311	Trim trees for utility line clearance	B	H
7312	Providing winter protection for trees	H	L
7153	Remove broken and storm damaged limbs	B	H
7313	Fill tree cavities	H	M
7314	Safe guard trees in parking lots	H	H
7315	Remove brush and weeds	B	M
7316	Use block and tackle to remove trees	B	V
7169	Fell trees	B	H
7317	*Cord wood to sell	B	M
7318	Remove tree stumps	B	H
7319	Haul and dispose of branches to refuse	B	H
7320	Climb trees	B	H
7321	Cable and brace weak trees or limbs	B	M
7174	Testing soil	H	L
7322	Fertilize established trees	B	M
7323	Control undesirable growth with herbicides or growth retardants	B	M
7006	Identify trees		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H		S	S	C	O	C	H	W				V	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H	W				V	E
	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W	N	H	F	E	E
C	K	H	T	S	N	A	O	C	H	W	N	H	F	E	E
	K	H	T	S	S	C	O	C	H	W		H		E	E
	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
C	K	H	T	S	S	C	O	C	H	W		H		E	E
	K	H	T	S	S	A	O	C	H	W				E	E
	K	H	T	S	S	C	O	C	H					E	E
	K	H	T	S	S	C	O	C	H					E	E
				S	S	A	O	C	H	W				E	E

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7324	Operate cherry picker	P	M
	G. MANAGEMENT		
7059	Report and pay federal, state, and local taxes	H	S
7060	Understand and comply with business laws		S
7061	Administer social security and other employee benefit programs		S
7062	Identify labor needs		S
7063	Recruit employees		S
7064	Interview and select employees		S
7065	Designate employee work assignments		S
7066	Supervise employees		S
7067	Train new employees	B	H
7068	Evaluate employee performance		S
7069	Perform personnel actions such as promoting or firing		S
7070	Establish employee wages, hours, and working conditions		S
7071	Determine business credit needs		S
7072	Locate sources of, and secure credit		S
7073	Determine need for and purchase comprehensive business insurance		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
C	K	H	T	S	S	C	O	C	H	W		H		E	E
		H	T	S	S	P	I							E	E
			T	S	S	C	I							E	E
			T	S	S	P	I							E	E
			T	S	S	P	I							E	E
			T	S	N	A	B							E	E
			T	S	N	A	I							E	E
			T	S	N	C	B	C	H	W				E	E
C	K	H	T	S	S	C	B	C	H	W	N	H	F	E	E
C	K	H	T	S	S	C	O	C	H	W	N	H	F	E	E
			T	S	N	C	B	C	H	W				E	E
			T	S	S	A	B							E	E
			T	S	S	C	B							E	E
			T	S	N	C	I							E	E
			T	S	N	C	I							E	E
			T	S	N	A	I							E	E

ARBORIST SERVICES

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
7074	Select and purchase of equipment and expendables not for sale		S
7075	*Determine kinds and amounts of plants to stock		S
7076	Identify and select producers and suppliers of plants, and equipment		S
7077	Establish and enforce safety regulations		S
7078	Allocate monies in preparing working budget	H	S
7079	Analyze the business enterprises on cost and return basis	H	S
7080	Participate in horticulture trade organizations		S
7081	Plan business advertising		S
7082	Negotiate sales and/or service contracts		S
7172	Analyze jobs and contracts on a cost basis	H	S
7173	Determine which jobs to contract		S
7268	Develop relationships with contractors to obtain jobs and sub-contracts		S

	T S	T S	H T S	T S	T S	T S	H T S	H T S	H T S	T S	H T S	H T S	PHYSICAL ACTIVITY
	N	S	S	N	N	N	S	S	S	S	S	S	SUPERVISION None, Some Constant, Varies
	C	C	C	C	C	C	C	C	C	C	C	C	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation
	I	I	I	I	I	I	I	I	B C H W	I	B	B	WORKING CONDITIONS
	E	E	E	E	E	E	E	E	E	E	E	E	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions
	E	E	E	E	E	E	E	E	E	E	E	E	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction

PHYSICAL ACTIVITY
- Climbing, and/or balancing
- Kneeling, stooping, crawling, and/or crouching
- Handling, fingering, reaching, and/or feeling
- Talking, and/or hearing
- Seeing, depth perception, acuity and/or color vision

WORKING CONDITIONS
- Inside, Outside, Both
- Cold and/or temperature change
- Hot and/or temperature change
- Wet and/or humid
- Noise and/or vibrations
- Hazards - mechanical electrical and/or burns
- Fumes, odors - dust and/or poor ventilation

WHOLESALE FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. SALES		
8001	Describe to customers the purposes and qualities of merchandise for sale		S
8002	Identify customer needs and wants		S
8003	Take orders for sales by telephone		S
8004	Follow-up sales to determine customer satisfaction		S
8005	*Make cost estimates on customer orders		S
8006	*Identify horticultural plants		S
8007	Solicit sales by telephone		S
8008	Use effective interpersonal relationships in dealing with customers		S
8084	*Prepare advertising materials	H	S
8010	*Use supplier advertising materials	H	S
8085	*Use various types of advertising such as mail, radio, and newspaper ads		S
8011	Use credit systems of payment		S
8238	*Send plant and flower care instructions to retailers		S
8019	*Verify customer addresses using directories	H	S
8325	Write up customer orders for packing personnel	H	L

	HTSS	HTSS	HTSS	HTSS	LTSV	LTSV	LTSV	LTSS	HTSS	LTSS	LTSS	LTSS	HTSS	LTSS	LTSS
	SS	SS	SS	SS	VS	VS	VS	SS	SS	SS	SS	SS	SS	SS	SS
	C	A	C	C	C	C	C	C	C	C	C	C	C	C	C
	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
	E	E	E	E	E	V	E	E	E	E	E	E	E	E	E
	E	E	E	E	E	I	E	E	E	E	E	E	E	E	E

PHYSICAL ACTIVITY

- Climbing, and/or balancing
- Kneeling, stooping, crawling, and/or crouching
- Handling, fingering, reaching, and/or feeling
- Talking, and/or hearing
- Seeing, depth perception, acuity and/or color vision

SUPERVISION
None, Some Constant, Varies

ASSOCIATION WITH OTHER WORKERS
Alone, Proximity, Cooperation

WORKING CONDITIONS

- Inside, Outside, Both
- Cold and/or temperature change
- Hot and/or temperature change
- Wet and/or humid
- Noise and/or vibrations
- Hazards - mechanical electrical and/or burns
- Fumes, odors - dust and/or poor ventilation

QUANTITATIVE PERFORMANCE
Employer judgment, Varies by conditions

QUALITATIVE PERFORMANCE
Employer judgment, Industry standards, Customer satisfaction

WHOLESALE FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	B. PROCESSING AND SHIPMENT		
8326	Make up customer orders	H	S
8327	Presort incoming plant materials	H	S
8328	Check received goods for spoilage and damage	H	L
8329	Quality sort prior to shipment	H	L
8330	Package orders for shipment	H	L
8331	Make out bus tickets, labels, and invoices for shipping	H	L
8332	Arrange transportation for shipments sold	H	S
8333	Check storage temperatures of refrigeration units	H	S
	C. RECORDS		
8028	Keep records of receipts and expenses	H	S
8029	Make out and mail bills to collect accounts due	B	S
8030	Check credit references of customers	H	S
8031	Perform filing tasks	H	S
8032	Perform typing and mailing tasks	H	S
8033	Keep employee work records	B	S
8034	Prepare employee payroll	B	S
8035	Pay accounts payable	H	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	H	T	S	N	C	I								E	E
K	H	T	S	S	C	I								E	E
	H	T	S	C	C	I								E	E
	H	T	S	C	P	I								E	E
K	H	T	S	N	P	I								E	E
	H	T	S	N	P	I								E	E
	H	T	S	S	C	I								E	E
	H	T	S	N	C	I								E	E
	H	T	S	C	P	I								E	E
	H	T	S	C	C	I								E	E
	H	T	S	S	C	I								E	E
K	H	T	S	N	C	I								E	E
	H	T	S	N	P	I								E	E
	H	T	S	C	P	I								E	E
	H	T	S	S	P	I								E	E
	H	T	S	S	C	I								E	E

WHOLESALE FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
8036	Assist in records audit	B	S
8037	Prepare income tax and other government reports	B	S
8038	Keep annual depreciation schedule	H	L
8039	Keep customer credit records	H	S
8040	Use adding machine and/or other tabulation devices in balancing accounts	B	S
8334	Post sales on tabulation sheets by variety (to predict future demand)	B	S
8041	**D. INVENTORY** Keep current inventory of plants and supplies for sale	H	S
8042	Check received merchandise against invoice listings	H	S
8043	Check invoices for math errors	H	S
8044	Take annual inventory for tax purposes	H	L
8045	Store received plants and other merchandise	H	L
8046	Arrange for transportation of materials purchased	H	S
8047	Order replacement and/or new plants and supplies for sale	H	S
8050	**E. MAINTENANCE** Keep work, storage, and delivery areas neat and clean	H	L
8051	Clean and sharpen hand tools	H	L

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
		H	T	S	S	C	I							E	E
		H	T	S	C	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	C	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	I							E	E
C	K	H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
	K	H	T	S	S	C	I							E	E
		H	T	S	S	A	I							E	E

WHOLESALE FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
8053	*Light maintenance of business vehicle or tractor - oil level, tire pressure, battery and radiator water levels	H	L
8096	*Carpentry repair of storage areas	H	L
8057	*Paint storage areas	H	L
8098	*Order repair parts for vehicles and/or other equipment	H	L
8336	Water and care for plants in storage	H	S
8223	Care for common cut flowers	H	L
8059	**F. MANAGEMENT** Report and pay federal, state, and local taxes	B	S
8060	Understand and comply with business laws		S
8061	Administer social security and other employee benefit programs	H	S
8062	Identify labor needs	H	S
8063	Recruit employees		S
8064	Interview and select employees		S
8065	Designate employee work assignments		S
8066	Supervise employees		S
8067	Train new employees	B	S
8068	Evaluate employee performance		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H	T	S	S	A	O	C	H	W				E	E
C	K	H	T	S	S	A	I							E	E
C	K	H	T	S	S	C	I						F	E	E
		H	T	S	S	C	I							E	E
	K	H	T	S	N	C	I							E	E
	K	H	T	S	N	C	I							E	E
		H	T	S	S	C	I							E	E
			T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
			T	S	S	C	I							E	E
		H	T	S	S	C	I							E	E
			T	S	S	C	I							E	E
			T	S	S	C	I							E	E
			T	S	S	C	I							E	E
	K	H	T	S	S	C	I							E	E
			T	S	S	C	I							E	E

WHOLESALE FLORISTS

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
8069	Perform personnel actions such as promoting or firing		S
8070	Establish employee wages, hours, and working conditions		S
8071	Determine business credit needs		S
8072	Locate sources of, and secure credit		S
8073	Determine need for, and purchase comprehensive business insurance		S
8074	Select and purchase equipment and expendables not for sale	H	L
8075	Determine kinds and amounts of flowers and plants to stock		S
8076	Identify and select producers and suppliers of flowers, plants and materials		S
8077	Establish and enforce safety regulations		S
8078	Allocate monies in preparing working budget		S
8079	Analyze the business enterprises on cost and return basis	B	S
8080	Participate in horticulture trade organizations		S
8081	Plan business advertising	H	S
8082	Negotiate sales contracts	H	S
8268	Develop relationships with buyers to get new markets and secure sales agreement		S

T S	T S	H T S	T S	T S	T S	T S	T S	H T S	H T S	T S	T S	T S	T S	T S
S	C	S	S	S	S	S	S	S	S	C	S	C	S	S
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E

PHYSICAL ACTIVITY

- Climbing, and/or balancing
- Kneeling, stooping, crawling, and/or crouching
- Handling, fingering, reaching, and/or feeling
- Talking, and/or hearing
- Seeing, depth perception, acuity and/or color vision

SUPERVISION
None, Some Constant, Varies

ASSOCIATION WITH OTHER WORKERS
Alone, Proximity, Cooperation

WORKING CONDITIONS

- Inside, Outside, Both
- Cold and/or temperature change
- Hot and/or temperature change
- Wet and/or humid
- Noise and/or vibrations
- Hazards - mechanical electrical and/or burns
- Fumes, odors - dust and/or poor ventilation

QUANTITATIVE PERFORMANCE
Employer judgment, Varies by conditions

QUALITATIVE PERFORMANCE
Employer judgment, Industry standards, Customer satisfaction

GOLF COURSES
(Public and Private)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
	A. MAINTENANCE OF GREENS		
9338	Mow and trim greens	P	L
9339	Move the cup	H	L
9340	Water greens	H	L
9341	Replace sod	H	M
9342	Identify weeds, insects, and diseases	H	S
9343	Remove weeds and diseased turf	B	L
9206	Apply chemicals to control insects and fungus	P	L
9207	Apply chemicals to control weeds	B	L
9174	Testing soils for nutrient content	H	L
9128	Fertilize based on soil test	B	M
9367	+Top-dress greens and tees with prepared soil mix	B	H
9368	+Vertical mowing, spiking and thatching	P	M
	B. MAINTENANCE OF FAIRWAYS AND TRAPS		
9345	Add and rake sand in traps	B	M
9346	Mow and trim fairways	P	L
9347	Water fairways	P	M
9152	Clean drains	B	M

PHYSICAL ACTIVITY					SUPERVISION	ASSOCIATION WITH OTHER WORKERS	WORKING CONDITIONS							QUANTITATIVE PERFORMANCE	QUALITATIVE PERFORMANCE
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	None, Some Constant, Varies	Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	Employer judgment, Varies by conditions	Employer judgment, Industry standards, Customer satisfaction
		H		S	S	A	O	C	H	W	N	H	F	V	E
	K	H		S	S	A	O	C	H	W				E	E
		H		S	S	A	O	C	H	W				E	E
	K	H		S	C	C	O	C	H	W				E	E
	K	H		S	N	C	O	C	H	W				E	E
	K	H		S	S	P	O	C	H					E	E
		H		S	S	P	O	C	H		N	H	F	E	E
		H		S	S	P	O	C	H		N	H	F	E	E
	K	H		S	S	A	O	C	H	W				E	E
		H		S	S	P	O	C	H			H	F	E	E
	K	H		S	S	P	O	C	H	W	N	H	F	V	E
		H		S	S	A	O				N			V	E
	K	H		S	S	A	O	C	H	W				E	E
		H		S	S	A	O	C	H	W	N	H		E	E
	K	H		S	V	A	O	C	H					E	E
	K	H		S	V	P	O	C	H	W				E	E

GOLF COURSES
(Public and Private)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
9157	Reseed worn spots on fairways	B	L
9348	Repair divots	H	L
9349	Spray chemicals to control weeds, insects, and disease	B	L
9128	Fertilize based on soil test	B	M
9350	Set boundaries	H	L
9351	Maintain paths and signs	H	M
9163	Trim trees and shrubs	B	M
9369	+Maintain and clean, ball washers, tee markers, benches, and trash baskets	H	L
9033	**C. RECORDS** Keep employee time records	H	S
9352	Keep records of fertilizer and chemicals applied	H	S
9370	+Keep records of expenditures for all materials used	H	S
9108	**D. INVENTORY** Keep current inventory of merchandise for sale; seed, fertilizer, and chemicals	H	S
9042	Check received merchandise against invoice listings	H	S
9043	Check invoices for math errors	H	S
9044	Take annual inventory for tax purposes	H	S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
Climbing, and/or balancing	Kneeling, stooping, crawling, and/or crouching	Handling, fingering, reaching, and/or feeling	Talking, and/or hearing	Seeing, depth perception, acuity and/or color vision	SUPERVISION None, Some Constant, Varies	ASSOCIATION WITH OTHER WORKERS Alone, Proximity, Cooperation	Inside, Outside, Both	Cold and/or temperature change	Hot and/or temperature change	Wet and/or humid	Noise and/or vibrations	Hazards - mechanical electrical and/or burns	Fumes, odors - dust and/or poor ventilation	QUANTITATIVE PERFORMANCE Employer judgment, Varies by conditions	QUALITATIVE PERFORMANCE Employer judgment, Industry standards, Customer satisfaction
	K	H		S	S	P	O	C	H	W				E	E
	K	H		S	V	A	O	C	H	W				V	E
		H		S	S	P	O	C	H			H	F	E	E
		H		S	S	P	O	C	H		N	H	F	E	E
	K	H		S	C	P	O	C	H	W				E	E
	K	H		S	S	A	O	C	H	W		H		E	E
C	K	H		S	S	P	O	C	H	W	N	H		E	E
C		H	T	S	V	A	O	C	H	W				E	E
		H	T	S	N	A	I							E	E
		H	T	S	N	A	I							E	E
		H	T	S	N	A	I							E	E
		H		S	N	A	I							E	E
		H	T	S	N	A	I							E	E
		H		S	N	A	I							E	E
		H	T	S	S	C	I							E	E

GOLF COURSES
(Public and Private)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
9045	Store received seed, fertilizer, and chemicals	H	M
9046	Arrange for transportation of materials purchased	H	S
9047	Order replacement and/or new seed, fertilizer, and chemicals	H	S
	E. MAINTENANCE		
9050	Keep work and storage areas neat and clean	H	L
9051	Clean and sharpen hand tools	B	L
9053	Light maintenance of business vehicles or tractor - oil level, tire pressure, battery, and radiator water levels	H	L
9054	Minor tune-up of business vehicle or tractor by replacement of sparkplugs and ignition points	H	L
9055	Change oil and grease business vehicle or tractor	H	L
9096	Carpentry repair of storage building and repair shop	B	M
9056	*Electrical repair of light switches and extension cords	H	L
9057	Paint storage buildings, benches, and repair shop	H	L
9058	Plumbing repair by replacement of worn gaskets or valves	H	L
9097	Clean and oil electric motors	H	S
9098	Order repair parts for vehicles and/or other equipment	H	S
9267	Service and repair of irrigation system	B	M

PHYSICAL ACTIVITY							WORKING CONDITIONS								
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	K	H		S	S	C	B	C	H					E	E
			T	S	V	A	B	C	H					E	E
			T	S	C	A	I							E	E
	K	H		S	V	P	B	C	H					E	E
		H		S	S	A	I					H		E	E
	K	H	T	S	S	A	B	C	H					E	E
		H	T	S	S	A	I				N		F	E	E
	K	H		S	S	A	I							E	E
C	K	H		S	S	C	B							E	E
		H		S	S	A	I							E	E
C	K	H		S	S	P	B						F	E	E
	K	H		S	S	A	B	C	H	W				E	E
C	K	H		S	S	A	I							E	E
		H	T	S	S	C	I							E	E
	K	H	T	S	S	C	B	C	H	W		H		E	E

GOLF COURSES
(Public and Private)

TASK NUMBER	TASK STATEMENT	EQUIPMENT Hand, Power, Both	STRENGTH - - Sedentary, Light (to 20 lbs), Medium (to 50 lbs), Heavy (to 100 lbs), Very Heavy (over 100 lbs)
9100	Maintenance and repair of small gas engines (e.g. lawn-mowers, edgers)	H	M
9297	Clean and sharpen mower blades	B	M
9109	Clean and repair dusters and sprayers	H	M
	F. MANAGEMENT		
9060	Understand and comply with business laws		S
9062	Identify labor needs		S
9063	Recruit employees		S
9064	Interview and select employees		S
9065	Designate employee work assignments		S
9066	Supervise employees	B	S
9067	Train new employees	B	M
9068	Evaluate employee performance		S
9069	Recommend personnel actions such as promoting or firing		S
9076	Identify and select producers and suppliers of seed, fertilizer, and chemicals		S
9077	Establish and enforce safety regulations		S
9078	Allocate monies in preparing working budget		S
9080	Participate in horticulture trade organizations		S

PHYSICAL ACTIVITY							WORKING CONDITIONS								
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	K	H	T	S	S	A	I					H	F	E	E
		H		S	S	A	I					H		E	E
	K	H		S	S	A	B						F	E	E
			T	S	N	A	I							E	E
			T	S	N	C	B							E	E
			T	S	C	C	I							E	E
			T	S	C	C	I							E	E
			T	S	N	C	B							E	E
	K	H	T	S	N	C	B	C	H	W	N	H	F	E	E
C	K	H	T	S	C	C	B	C	H	W	N	H	F	E	E
			T	S	N	C	B	C	H					E	E
			T	S	N	C	I							E	E
			T	S	N	A	I							E	E
			T	S	N	C	B							E	E
			T	S	N	A	I							E	E
			T	S	N	C	B							E	E